

Quotation Request //

US Government Publishing Office

Philadelphia Regional Office
928 Jaymor Road, Suite A-190
Southampton PA 18966-3820

JACKET:604-373 S

Quotations are Due By:

(Eastern Time)11:00 AM on 11/30/2021

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
604-373	2-770322M	5000-DN	8,000	INPATIENT / EXTENDED AMBULATORY RECORD (RED)
604-374	2-770332M	5000-DN	6,000	INPATIENT / EXTENDED AMBULATORY RECORD (YELLOW)
604-401	2-770482M	5000-DN	6,000	INPATIENT / EXTENDED AMBULATORY RECORD (PINK)

TITLE: INPATIENT / EXTENDED AMBULATORY RECORD (RED)

QUANTITY: 8000 - Total for Jacket 604-373

604-374 - 6000

604-401 - 6000

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to mwebb@gpo.gov.

TRIM SIZE: Overall flat size: 19-1/4 x 12-5/8

Front Leaf: 11-1/4"w x 8-3/4"h

Back Leaf: 11-5/8"w x 9-1/2"h (including 2 reinforced glued tab edges)

PAGES: 4 Panels

SCHEDULE:

Furnished Material will be available for pickup by 12/02/2021

Deliver complete (to arrive at destination) by 12/21/2021

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

SPECIFICATIONS APPLY EQUALLY TO ALL JACKETS UNLESS OTHERWISE INDICATED.

PRODUCT: Full Cut End Tabs - Top/Side Reinforced Expansion Type, File Folders, two leaves, require manufacturing and printing. Folders have two reinforced tab edges, printing in black ink for all type matter, text and rules. Folders require die-cutting, scoring, folding, affixing two metal fasteners per folder, packing and shipping.

FLOODCOAT:

Jacket: 604-373 - PMS 032U Red

Jacket: 604-374 - PMS 114 Yellow

Jacket: 604-401 - PMS 182 Pink

Flood coat in PMS colors on the outside only, when flat. The inside remains white. When scored, folded and glued, the colored tabs will be on inside back panel.

PRINTING: Folder prints in black ink.

Outside Front Panel: Prints landscaped orientation.

Inside Front Panel: Prints portrait orientation.

Inside Back Panel: Prints typematter for reinforced tab edges top/side (no print on white area).

Outside Back Panel: Prints vertically with same type matter.

The two reinforced tabs are scored, folded and securely glued to the inside panel.

Typematter is different for panels 1 & 3;

Typematter is same on for panels 2 & 4.

Die-Cut Round Corners: Two on the outside of back panel and one.

Die-Cut Indent/Notch: Side reinforced tab has a slight indent at bottom.

Trim Square Corners: Two on the outside of front panel and bound edges are square.

Reinforced Edges: Top and side tabs are securely glued to inside back panel.

Score: The front leaf has 3 scores, one for folding and 2 for folding, 3/8" apart.

Folding: Fold on all scores to finished size.

WORKMANSHIP: All workmanship shall be first class in every respect. All operations required such as imposition, press makeready, press running and binding must be performed with care to insure that (1) the printing on the product delivered will be good, clear, and sharp; (2) the margins as indicated in this specification are followed and uniform on all copies; (3) the printed image will be square with the trimmed edges; and (4) the folders will be uniformly trimmed, scored, and folded to the size indicated in the specification, with the metal fasteners permanently bonded inside the folder, smoothly and straight in the proper position.

FASTENERS: Each inside leaf to be equipped with a permanently affixed, prong type, one piece, rust resistant metal fastener (total of 2 per folder), similar to Permclip or other fastener of similar design and equal quality and durability which meet the following requirements.

a. Quality of metal: Fastener to be made of corrosion resistant, plated, bright finish metal or baked enamel finished metal, 0.33 mm (0.013) plus/minus 0.03 mm (0.001) thickness, Rockwell Hardness F-79 to F-89 and to be of such ductility that it will withstand a minimum of 20 ninety-degrees flexing cycles without fracture.

Bend-Test: With the fasteners in the normal flat position, bend the prongs to a vertical position, insert one sheet of punched paper on the prongs and bend the prongs back to the flat position. Continue this cycle of bends a minimum of 20 times, taking not less than 1 minute to complete the 20 cycles.

b. Prongs: Width 6 mm (7/32). Length 146 mm (5-3/4). Spaced 70 mm (2-3/4) center to center.

c. The fasteners shall be produced with properly maintained dies to insure that the finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers. The fasteners shall be free from oil or grease.

d. Permclip type, or equal, fasteners to be securely affixed with permanent type, nonwoven fabric material consisting of 20% polyester, 30% nylon, and 50% cellulose, laminated to the folder with an adhesive which will permanently bond the fastener, remain flexible for the life of the folder, and not permit fungus or algae

growth. Prong to be one continuous piece. Folder leaf is not die cut or embossed.

e. Position inside: One each at the top, center of fastener 5/8" from top edge and 4-1/2" from the fold.

MATERIAL FURNISHED: 2 samples folders of each Jacket.

Delivery Instructions Sheet Navy Forms Material

GPO 905 Sheet for Carton Labeling

Warehouse Unit-of-Issue Label

GPO Delivery Confirmation Fax Sheet

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Philadelphia regional office prior to further performance. Email mwebb@gpo.gov

All expense incidental to picking up and returning materials and furnishing samples must be borne by the contractor. See GPO Contract Terms.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* P20, High-Finish Folder Stock; White, Basis Size 24 X 36" Weight: 150lbs.

Thickness: 11 pt.

COLOR OF INK:

Black

PMS 032U Red

PMS 114 Yellow

PMS 182 Pink

MARGINS:

PROOFS:

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Email to: Lashineda.Alsevido@dla.mil and cc to: mwebb@gpo.gov.

Proof response will be provided within 2 WORKDAYS from date of receipt. Do not print prior to receipt of proof approval.

PACKING:

***PALLET/PALETTIZING: Vendor MUST follow instructions for delivery to Tinker AFB warehouse. See attachment.

Noncompliance with the palletizing specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at their expense. The Government may, at its option, offer the contractor an opportunity and a reasonable time to correct, however, the Government may choose to repackage in accordance with the specifications and charge all costs to the contractor.

Pack EACH Jacket separately.

Jacket 604-373;

Box in Unit of Issue 200 Folders per box

Total Boxes Ordered: 40 Boxes

Total Quantity: 8000 Folders

Jacket's 604-374 and 604-401;

Box in Unit of Issue 200 Folders per box

Total Boxes Ordered: 30 Boxes

Total Quantity: 6000 Folders

Permanently affix the Warehouse Unit-of- Issue label to the outside of each package. It may be placed on the ends of the packages, if possible, or centered on the face of each.

Reproduce Unit of Issue labels for each package. Camera-ready label art is provided to produce this label. Reproduce at approximately 3-1/4 x 5-1/2 inches, if possible. For smaller packages - this label art may be reduced in size to fit the package, as long as the type remains legible. Print on 50# White Offset Book or better or 110# White Index.

Pack in shipping containers. Each shipping container must not exceed 50# when fully packed. GPO 905 label must be affixed to each carton and must be reproduced on YELLOW stock, 20# writing or =. Carton dimensions (do not exceed): Height: 11 to 12-1/2 inches; Length: 11 to 11-1/2 inches; Width: 17-1/2 to 18 inches.

Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i. Single or double-wall containers are authorized for use. Triple-walled shipping containers are NOT authorized and must not be used.

NOTE: Uniform cartonization is required. Cartons are to contain equal amounts of Units of Issue in each shipping carton. There may be 1 carton with an odd amount, which will be placed on top of the first skid with its lesser quantity clearly marked. Failure to properly cantonize unit of issue boxes and shipping cartons will result in refusal and return for proper packing and re-delivery by and at contractor's expense.

DISTRIBUTION:

Deliver to:

*ADVANCE NOTICED IS REQUIRED.

***PRIOR TO DELIVERY CONTRACTOR MUST NOTIFY SHAUN SULLIVAN (405)226-3068 with the following:

ESTIMATED DELIVERY DATE.

ESTIMATED BOX COUNT AND PALLET COUNT BEFORE DELIVERY.

DLA-J67F JFOL

3420 D. Avenue

Building 1, Door 5

Tinker AFB, OK 73145

Attn: Shaun Sullivan (405)855-3039

*Note: Business hours 7:00 am to 3:00 pm.

Deliver 3 Department Samples to:

DLA Document Services
700 Robbins Avenue, Bldg. 4D
Philadelphia, PA 19111
ATTN: Lashineda Alsevido (215) 737-7549
Ref: Req: 2-770322M Jkt: 604-373
Ref: Req: 2-770332M Jkt: 604-374
Ref: Req: 2-770482M Jkt: 604-401

Vendors are expected to submit invoices within 30 days of job shipping/delivery

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proofs
P-9. Solid or Screen Tints Color Match	Pantone Matching System/Approve Proofs

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheets
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required)

utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

Attachment(s): NONE